

TO: Property Management Applicants

FROM: Board of Realty Regulation

RE: Course Registration & Requirements

The Board of Realty Regulation has established the 30-hour pre-licensing education course to fulfill the mandatory pre-licensing property management education requirement. It is the only educational offering that has been approved at this time. This course will be offered quarterly. The course will run for four full days.

To register for the class, you must complete the enclosed course registration form and return it to us with the \$250 for the course registration. The Property Management book, by Robert C. Kyle and Floyd M. Baird, is the course textbook and is a requirement of the class. We have a contract with the publishers and have made arrangements to have these books available at a reduced cost. The cost of the book is \$28.00 plus \$5.00 for shipping. You may pay the fees with one check. **The total cost is \$283.00.** DO NOT SEND CASH! Be sure to include a 2" x 2" photograph of yourself.

We are limited in the number of applicants we can accommodate during any given course.

You may pay for the course, and recommended text with one check or money order. DO NOT SEND CASH! We do not accept cash.

The schedule for the property management course for 2005 is:

- January 24 - 27 in Missoula
- April 18 - 21 in Bozeman
- July 11 - 14 in Helena
- October 11 - 14 in Helena

A letter of confirmation and some course materials will be sent to you when we receive your registration. The dates will be confirmed in that letter.

Montana Board of Realty Regulation
301 South Park Avenue 4th Floor
PO Box 200513
Helena, MT 59620-0513
PHONE: 406-444-2961 FAX: 406-841-2323
E-MAIL: dlibsdrre@mt.gov
WEBSITE: www.realestate.mt.gov

PROPERTY MANAGER COURSE REGISTRATION & REQUIREMENTS

COURSE INFORMATION:

- The Board of Realty Regulation has established the 30-hour pre-licensing education course to fulfill the mandatory pre-licensing property management education.
- This is the only educational offering that has been approved at this time.
- The course is offered quarterly in Helena and runs for four full days.

FEES:

- \$250.00 – Course Registration Fee.
- \$ 33.00 – Course Text Book (\$28.00 plus \$5.00 for shipping). Property Management, by Robert C. Kyle and Floyd M. Baird, is the required book for the class. The Board has an arrangement with the publishers to purchase the book at a reduced cost.

Make check or money order (total cost \$283.00) payable to the Montana Board of Realty Regulation
DO NOT SEND CASH

PHOTOS: Attach one original photograph (2 x 2) taken within the last year to the application.

REGISTRATION PROCEDURES:

- Submit a fully completed registration form with fees.
- Space is limited. To ensure registration for an upcoming course, be sure to submit the registration form in a timely manner.
- A letter of confirmation and some course materials will be sent within five working days of receipt of the registration form. The dates for the course will be confirmed in the letter.

ILLEGIBLE AND INCOMPLETE APPLICATIONS WILL BE RETURNED

MONTANA BOARD OF REALTY REGULATION

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PO Box 200513

Helena, Montana 59620-0513

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Applicant must attach a photograph of himself / herself. The photograph must have been taken within the last year.

For Official Use Only

License# _____

Date Issued _____

APPLICATION FOR REGISTRATION FOR PROPERTY MANAGER COURSE

1. FULL NAME _____
Last First Middle
2. OTHER NAME(S) KNOWN BY _____
3. MAILING ADDRESS _____
Street or PO Box # City and State Zip Country
- E-MAIL ADDRESS _____
4. TELEPHONE: _____
Business Home Fax
5. SOCIAL SECURITY NUMBER _____ FOREIGN ID NUMBER _____
6. DATE OF BIRTH _____ AGE _____ PLACE OF BIRTH _____
Month/ Day/Year City/State MALE FEMALE

All applicants must answer the following questions. If you answer yes, give specific details (names of organizations, dates, reasons, and outcome) on a Supplement Sheet.

7. Have you ever applied for or taken a Montana property manager licensure examination? If yes, attach a detailed explanation giving type of examination taken, date taken, and the results. Yes No
8. Have you ever applied for or taken a property manager or similar licensure examination in any other state? If yes, attach a detailed explanation giving name of state, type of examination taken, date applied for or taken, and the results. Yes No
9. Have you ever been denied the right to take a property manager or similar licensure examination in any state? If yes, attach a detailed explanation. Yes No

COURSE/EXAMINATION DATE APPLYING FOR: _____

Signature of Applicant

Date